



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Medical Assistant I or II

**\*\*Re-Advertise\*\***

**OPEN:** June 23, 2023

**EXEMPT:** Yes

**SALARY:** (8/9) \$23.05- \$29.82/hr. DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** LTHC

**SUPERVISOR:** Physician Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Performs duties required to assist health care professionals in the examination and treatment of clinic patients, provides individual and group patient education, conducts basic laboratory and electrocardiogram tests, provides follow-up for patient post-treatment care, and performs a variety of clerical/administrative functions. Incumbent works under the general supervision of the Physician Supervisor.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Observes and documents the patient's condition and vital signs into the electronic medical record. Recognizes symptomatology of common medical illnesses and accurately reports to provider. Acts as a liaison between patient, patient's family, and providers. Schedules, prepares, and assists provider with special procedures such as dressing applications, ear irrigations, pelvic examinations, suture placement and removal. Performs basic laboratory examinations on urine and stool testing and reports abnormal laboratory values. Performs venipuncture per license, 12-lead electrocardiograms including rhythm strips, pregnancy testing and throat cultures. Provides for patient safety. Gives immunizations. Transports patients as required.
2. Takes patient vital signs (e.g., pulse, blood pressure, temperature, weight, and respiration) and records findings. Makes special notes and calls the physician's attention commensurate with degree of complexity.
3. Participates in the use of electronic health records for reporting of quality measures
4. Takes every precaution to assure the patient and alleviate the emotional stress of patient as well as family members
5. Assures that the appropriate patient medical chart and records (e.g., EKG strip, referral paperwork, lab & imaging reports, etc.) are ready for the physician's use. Assess the need to order "standing-order" labs (i.e., urinalysis, pregnancy, STD, etc.) based on in-take assessment.

6. Patient education during in-take assessment as well as research and provide appropriate handouts based on diagnosis and need.
7. Coordinate necessary patient transportation
8. Provide accurate information and supportive documentation to EMS personnel and 911 operators when an emergency occurs.
9. Must have the unique ability to safely multi-task concurrently with addressing the broad range of requests from the community
10. Assist with telephone triage and determine appropriate treatment and response
11. Retrieve and research patient telephone requests and work with providers to determine appropriate response
12. Review and manage providers' daily, weekly & monthly patient schedules to ensure patient care needs are anticipated prior to arrival at the clinic.
13. Work with outside agencies (i.e., hospital, specialty providers, extended care facilities, treatment centers, pharmacies, etc.) to schedule appointments, request office-visit chart notes, imaging/lab results and clarify medication orders. Prepare and provide any necessary correspondence for provider's signature.
14. Attends staff/nursing meetings as requested.
15. Assist other clinic staff members in AAAHC preparedness
16. Maintains daily general cleanliness and orderliness of the examining rooms; cleans & prepares rooms between patients; replenishes supplies weekly and as needed; disposes of contaminated waste and cleans contaminated areas. Cleans insides of exam room cabinets monthly or as needed.
17. Maintain all ancillary duties assigned (i.e., maintaining O2 tanks, fridge temperatures, Needle Stick log, sterilizing equipment/utensils, etc.).
18. Help direct and supervise ancillary staff (i.e., Patient Care Coordinators, Medical Records Staff, etc.)
19. Provide, organize, set-up, and clean up of special events (e.g., Stommish, Needle Exchange, Cancer Support Groups, etc.).

**MINIMUM QUALIFICATIONS:**

- Medical Assistant I: Grade 8 (\$23.05 - \$25.96)
  - Washington State license as a Certified Medical Assistant (CMA).
- Medical Assistant II: Grade 9 (\$26.48 - \$29.82)
  - Washington State license as a Certified Medical Assistant (CMA); and
  - Two (2) years of experience as a Medical Assistant.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is occasionally required to kneel, crouch, stoop, balance; climb stairs. The employee is regularly required to: stand, walk, and sit for long periods of time; use hand to finger coordination, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear. The employee must be able to lift and/or move up to 30 pounds. Specific vision abilities are required including close vision, peripheral vision, depth perception and the ability to adjust and focus. The employee must be able to safely physically transfer patients

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Demonstrate ability to administer medication in accordance with scope of license
- Ability to work well with a variety of personalities
- Dependable and reliable
- Demonstrate ability to make mature judgment with sensitive situations
- Knowledge and application of confidentiality and HIPAA regulations.
- Work requires regular and recurring bending, lifting, stopping, and stretching while providing nursing care
- Must maintain strict confidentiality at all times.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.